

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

25X1A

No. [REDACTED] 17 February 1970

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) (7-70)

DATES 5 - 10 April 1970 (Sunday afternoon -
Friday afternoon)

LOCATION [REDACTED]

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OBJECTIVES

To increase individual effective-
ness on the job by providing better
understanding of planning as a
managerial skill and familiariza-
tion with the Agency's overall
planning system.

FOR

Unit chiefs who have a need for
better understanding of planning
methods and processes.

Staff officers who provide planning
support to line officers.

Grade level: GS-13 and GS-14

DESCRIPTION

A one-week, residence (full-time)
course which provides a systematic
framework for managerial planning,
identifies and analyzes basic
styles of planning, covers selected
techniques useful in planning,
and provides an orientation of
the Agency's overall PPB system.

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Developed under contract by [REDACTED], this
course features active learning
through pre-course work, team
problem-solving, and case study.
Formal lectures are kept at a
minimum.

This document is part of an integrated
file. If separated from the file it must be
subjected to individual systematic review.

(Over, please)

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PRECOURSE WORK Approximately 20 hours. Material to be sent out on or about 18 March 1970.

REGISTRATION Limited to 45. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe by Wednesday, 11 March 1970. No substitutions to be made after that date because of extensive precourse work requirements.

TRAVEL ORDERS AND COST Responsibility of participating office

ADDITIONAL INFORMATION On course content, call extension
[REDACTED] On registration, extension

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